

Refunding Individuals with Disabilities Education Act Funds To the Department of Public Instruction

When an LEA refunds IDEA funds to the Department, LEA personnel should follow the following procedures.

1. Prior to refunding any IDEA funds, contact Rachel Zellmer at (608) 266-1787 or e-mail at rachel.zellmer@dpi.wi.gov to discuss the reason for returning funds.
2. Call IDEA Accountant, Mark Magnuson, at (608) 266-3489 to inform him funds will be returned.
3. Prepare a check (no electronic transfers) made out to the Wisconsin Department of Public Instruction for the amount of the refund.
4. Send the check and a written explanation of why the money is being refunded to:

Debra Anklam, Business Office
Wisconsin Department of Public Instruction
125 South Webster Street
P.O. Box 7841
Madison, Wisconsin 53707-7841
5. The LEA's business official will receive an e-mail confirming the check was received by the Department.
6. Set up an appointment with Rachel Zellmer rachel.zellmer@dpi.wi.gov or Nancy Fuhrman nancy.fuhrman@dpi.wi.gov to amend the electronic IDEA claim.
7. Check the DPI Aids Register to confirm the refund has been posted. It will appear as a negative payment.